

FILED

O & M - 1

RETURN TO

RECORDS MANAGEMENT DIVISION

1. Item a below is a listing of the elements of Records Management covered by [] and item b is a listing of those elements not covered.

- a. (1) Disposition
- (2) Vital Materials
- (3) Filing Systems and Equipment
- (4) Microfilm - (for vital materials and space)
(not for procedural application)
- b. (1) Forms
- (2) Reports
- (3) Correspondence
- (4) Systems
 - (a) Microfilm for procedural application
 - (b) Photocopy
 - (c) Records Systems other than filing
 - (d) Mail Control

2. Regulation [] - Assigns responsibility for administration of the Agency's Records Management Program to Chief of Administrative Services. The only delegation of responsibility is for maintenance of internal office program by Area Records Officers.



4. In Mr. Scott's memorandum dated 19 January 1955 he stated, "HB [] is the only issuance which includes Reports Management and Forms Management as being within the Records Management function of the Agency." Regulation [] established the Forms Program and etc, and R [] established the procedures for obtaining forms. Notice N [] provided for transfer of the Forms Program from O&M to Records Management, and accordingly [] statement relative to forms is erroneous. The proper assignment of the reports and forms function will be clarified with the issuance of the revised regulation now in process.